

PARKING ANALYSIS INFORMATION & INSTRUCTIONS

An appointment is required to submit the Parking Analysis for review. To schedule an appointment, please call (408) 535-3555. The attached form must be filled out and signed by property owner/manager, for Planning staff to review at time of submittal. Also, provide a copy of a site plan, drawn to scale, showing the location of the businesses, their square footages, and parking lot layout. Building permits will not be issued unless documentation clearly shows sufficient parking is available on site for all uses, existing and proposed.

Every use, including a change or expansion of a use, shall provide, on site, the required off- street parking in compliance with the provisions of the Parking & Loading Chapter (20.90) of the City of San Jose Municipal Code. If the number of off-street parking spaces required contains a fraction, the number shall be rounded to the nearest higher whole number. When two or more uses are located in the same lot or parcel of land or within the same building, the number of off-street parking spaces required shall be the **total sum** of the requirements of the various individual uses computed separately.

The parking analysis must list all tenants on the lot, and included the address, use, and square footage of each tenant. If any tenants are public eating establishments (i.e., restaurants, coffee shops), then the dining square footage **and** number of seats must be listed. Each tenant must have calculated the number of parking spaces required for its use. If the total number of parking spaces that is required for all the tenants exceeds the number of parking spaces provided on the site, then Building Permits will not be issued for the new tenant.

"**Floor area**" means eighty-five percent of the "total gross floor area" of the building.

"**Total gross floor area**" means the sum of the gross areas of all floors of the building, (including floors below as well as above ground), confined within the interior faces of the exterior walls of the building.

Common Parking Ratios:

Use	Minimum Parking Required
Health club, gymnasium	1 per 80 sq. ft. recreational space
Public eating establishments	1 per 2.5 seats or 1 per 40 sq. ft. of dining area, whichever is greater
Take-out only establishments	1 per 75 sq. ft. of area open to the public, minimum of 5 spaces
Retail sales, goods	1 per 200 sq. ft.
Personal Services	1 per 200 sq. ft.
Medical, dental office	1 per 250 sq. ft.
Business office	1 per 250 sq. ft.
Instructional Studio	1 per 150 sq. ft.

No structure constructed, or use instituted, prior to November 10, 1965 shall be required to meet the off-street parking requirements of this Title unless there is a substantial change in the structure or in the use of the structure or land. [Substantial change: (a) the number of parking spaces required under current Code for the structure or use, as it existed on November 10, 1965, and (b) the number of parking spaces required under the current Code for the proposed structure or use. [**b - a = c, if c/b > 15%**]

PLEASE CALL THE APPOINTMENT DESK AT (408) 535-3555 FOR AN APPOINTMENT.

Parking Analysis Form

Site Address: _____ APN: _____ Plan Check #: _____

Name of Businesses:	Address/Space	Use	Square Footage (85% of gross or dining area)	No. of Seats (if applicable)	Parking Ratio Requirement*	Spaces Required

*Please refer to Section 20.90.060 and Table 20-190 from the current City of San Jose Title 20 Zoning Ordinance.

Total
Spaces Provided _____

Difference

I certify that the above analysis data is true to the best of my knowledge.

Property Owner or Representative's Signature

Date

Planning Staff Signature

Print Name

Date